



Vendor Record User Guide

A guide to create, view and update vendor record details at Vendors@Gov.

Vendor Record User Guide

Select the topics below to learn more about:

1. Create Vendor Record

New vendors will be directed to 'Create New Vendor' page to create a vendor record.

2. View/ Update Vendor Record Details

Existing vendor may navigate to 'Update Vendor Details' to update your name, contact, GST registration and bank details.

3. Vendor Record Status

Vendor record status include Approved, Unapproved, Inactive.

1. Create Vendor Record



*Login to Vendors@Gov portal
(www.vendors.gov.sg).*

*For more information on how to
login, please refer to
['Vendors@Gov Login User Guide'](#).*

1. Create Vendor Record

If you are a new vendor, you will be directed to 'Create New Vendor' page.

[Home](#) » [Create New Vendor](#)



Create New Vendor

Authorisation

Vendor Details

Bank Details

Summary

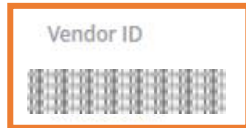
Complete



Authorisation

1. I/We hereby authorise the Government and Statutory Boards to credit payments due to me/us to the stated account. Amounts so credited would constitute valid discharge of obligations due to me/us.
2. This authorisation shall continue to be in force until I/we have notified you in writing.
3. I/We hereby request and authorise the Government and Statutory Boards to obtain confirmation/ verification of information relating to me/us and/or to my/our account(s) from/with the bank where the Account is maintained as stated in the form.

1. Create Vendor Record



Official Name ⓘ



Vendor Name *



1 Vendor ID is not editable.

The vendor ID is a unique identifier that identifies your vendor record. The vendor ID is assigned as follows:

Company/ Organisation

- **UEN Registered Entity** – The vendor ID will be your organization's UEN.
- **Foreign Entity** – The vendor ID will be your Corppass Entity ID/ GeBIZ trading partner reference.

Individual

- **NRIC/ FIN Holder** – The vendor ID will be your NRIC/ FIN.
- **Non-NRIC/ FIN Holder** – The vendor ID will be your passport number.

The vendor ID may appear incorrectly if you have selected the wrong login option.

1. Create Vendor Record (Individuals with Singpass)

Vendor ID



Vendor Name *



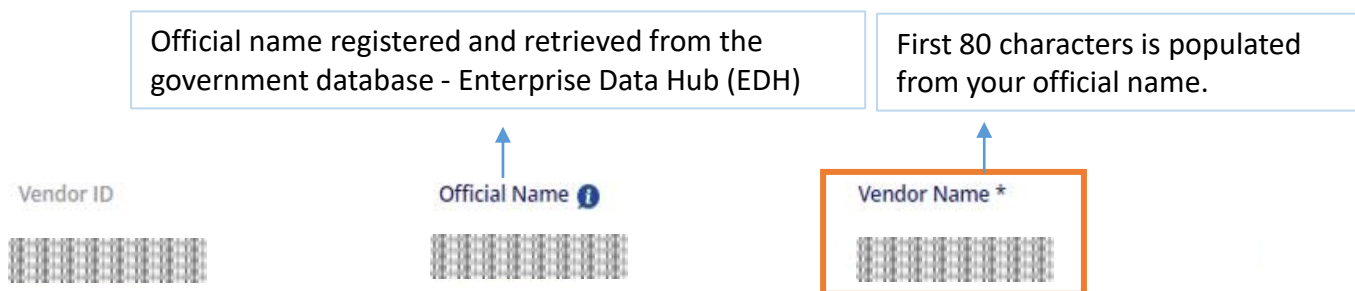
2 Vendor name is retrieved from Government database- MyInfo and is not editable

Individuals with Singpass

➤ Your name will be auto-populated from the government database - MyInfo hence, it will not be allowed for edit.

If the name which was reflected at the Vendor Name field is inaccurate, you may wish to verify your name registered at MyInfo/ICA.

1. Create Vendor Record (Local Companies)



2 Vendor name is retrieved from Government database - Enterprise Datahub (EDH) and is not editable

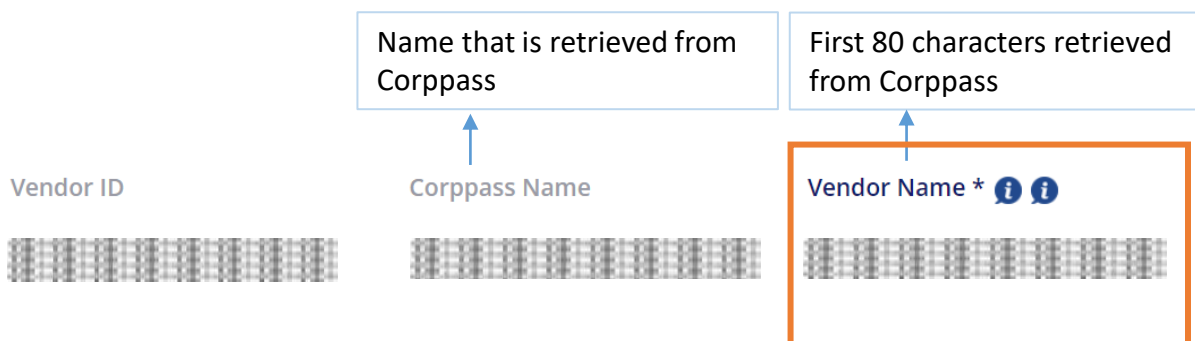
UEN Registered Company/ Organisation

- Your name will be auto-populated from the government database-Enterprise Datahub (EDH), hence, it will not be allowed for edit.

Do note that only the first 80 characters are retrieved and displayed under the vendor name field.

If the name which was reflected at the Vendor Name field is inaccurate, you may wish to verify your name registered at your UEN issuance agency.

1. Create Vendor Record (Foreign Companies)



2 Name is retrieved from Corppass and is not editable

Non-UEN Registered Company/ Organisation

- Your company name will be auto-populated according to your Corppass registered name. If the name which was reflected at the Vendor Name field is inaccurate, you may wish to contact Corppass.

Do note that only the first 80 characters are retrieved and displayed under the vendor name field.

1. Create Vendor Record – Contact Details

Contact Details

Email Address *

Contact No. *

Address

Country *

Postal Code *

State

City *

Please Select

SINGAPORE

Address*

Clear Address Fields

Next

3

Your Contact Details and Address will be populated from MyInfo for individuals and EDH for companies. However, you may amend your details if they are inaccurately reflected. To amend your address, you may click on the 'Clear Address' button

- **Email address:** All Vendors@Gov updates and softcopy remittance advices will be sent to this email address. Only one email address is allowed for each vendor record.
- **Contact No.:** Please provide/verify your contact information.
- **Country, Postal Code, State, City, Address:**
Company/ Organisation – Please provide/verify your business registered address.
Individual – Please provide/verify your residential address.
*Your address will be auto-populated according to the postal code you have input for Singapore addresses.
After you have entered the contact details and address, click on 'Next' to proceed to the bank details page.

1. Create Vendor Record – Bank Details

Bank Details

Your Vendor ID:



Payment Method *

☒ Inter-Bank GIRO ☐ PayNow ☐ Telegraphic Transfer

4 Select your payment mode and enter your bank details.

Payment Mode:

Inter-Bank Giro (IBG) – Select this option if you are receiving Singapore dollars (SGD) payment with a local bank account.

Paynow (PAYN) – Select this option if you are receiving Singapore dollars (SGD) payment via PayNow. Please ensure that all agencies you are transacting with are [PayNow ready](#).

Telegraphic Transfer (TT) – Select this option if you are receiving:

- a) Foreign currency payment; or
- b) Singapore dollars (SGD) payment with a foreign bank account.

NOTE

- **IBG option** is not available for foreign vendors. Foreign vendor may submit a hardcopy [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement to AGD and subsequently lodge a [helpdesk ticket](#) for assistance to update your IBG bank details.
- **PAYN option** is sole payment mode for SGD payments to CAYE-eligible self-employed vendors.
- **TT option** is not available for vendors who are transacting as an individual. Individuals may lodge a [helpdesk ticket](#) for assistance to update your TT bank details.

1. Create Vendor Record – Bank Details (IBG)

Bank Details

Your Vendor ID: 

Payment Method *



Inter-Bank GIRO



PayNow



Telegraphic Transfer

Bank *

--Please Select Bank--

Branch *

Account Number *

GST Registered *



Yes



No

GST Registration Number *

Back

Next

Inter-Bank Giro (IBG) option selected.

Select your bank and branch code, enter your account number.

The bank account provided must be registered under the entity's name and ID. Bank details (Eg: Bank & Branch code, Bank account) must be updated correctly. If you are unsure of your bank details, please contact your bank to confirm the correct information.

Company/ Organization – You should provide a corporate bank account that is registered under your business registration name and ID (Eg: UEN).

Individuals – You should provide a bank account that is registered under your personal name and ID (Eg: NRIC, FIN or Passport no.).

1. Create Vendor Record – Bank Details (IBG)

Bank Details

Your Vendor ID: 

Payment Method *



Inter-Bank GIRO



PayNow



Telegraphic Transfer

Bank *

--Please Select Bank--

Branch *

Account Number *

GST Registered *



Yes



No

GST Registration Number *

Back

Next

Inter-Bank Giro (IBG) option selected.

Select your GST registration status.

- If you are GST Registered, please select 'Yes' for GST Registered option. Then, enter your GST registration number (Please enter only the numbers and omit the '-' dash).
- If you are not GST Registered, please select 'No' for GST Registered option'.



NOTE

GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

1. Create Vendor Record – Bank Details (IBG)

Bank *	Branch *	Account Number *
<input type="text" value="--Please Select Bank--"/>	<input type="text"/>	<input type="text"/>
GST Registered *		GST Registration Number *
<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
		<input type="button" value="Back"/> <input type="button" value="Next"/>

Inter-Bank Giro (IBG) option selected.

After updating your payment details, click '**Next**' and on the summary page, click '**Next**' again to submit your vendor record request.

Once approved, you will receive an email notification at your registered email address.

1. Create Vendor Record – Bank Details (PayNow)

Bank Details

Your Vendor ID 

Payment Method *

☐ Inter-Bank GIRO ☒ PayNow ☐ Telegraphic Transfer

Proxy Type *

Proxy Value *

--Please Select Proxy Type--

GST Registered *

GST Registration Number *

☐ Yes ☒ No

N.A.

PayNow (PAYN) option selected.


Select your proxy type and enter your proxy value. The PayNow proxy value refers to the unique indicator of the recipient which may be used to receive payments via PayNow.

- PayNow proxy should be within 8 to 17 characters.
- Acceptable PayNow proxy values are as follows:
 - Individuals: NRIC/FIN Number (e.g. S1234567X)
 - Corporates: UEN (e.g. 201234567A) or UEN + 3-character suffix (e.g. 201234567AB12, 201234567A321), where a 3-character alphanumeric suffix can be added to your company's UEN to create multiple PayNow proxies. This is based off what proxy is registered with your bank and the respective bank account.

Important: Please ensure that your bank account is correctly linked with the PayNow proxy provided to avoid payment errors. This can usually be done via the bank's iBanking website or mobile application. For clarifications on linking your PayNow proxy to your bank account, please contact your bank.

1. Create Vendor Record – Bank Details (PayNow)

Bank Details

Your Vendor ID 

Payment Method *

☐ Inter-Bank GIRO ☒ PayNow ☐ Telegraphic Transfer

Proxy Type *

Proxy Value *

--Please Select Proxy Type--

GST Registered *

GST Registration Number *

☐ Yes ☒ No

N.A.

PayNow (PAYN) option selected.

Select your GST registration status.

- If you are GST Registered, please select 'Yes' for GST Registered option. Then, enter your GST registration number (Please enter only the numbers and omit the '-' dash).
- If you are not GST Registered, please select 'No' for GST Registered option'.

1. Create Vendor Record – Bank Details (TT)

Bank Details

Your Vendor ID: [Barcode]

Payment Method *

☐ Inter-Bank GIRO ☐ PayNow ☒ Telegraphic Transfer

Country of Bank Bank Name * Swift ID * Account Number* ⓘ

-- Select Bank Country --

Bank Address *

Routing Code ⓘ Clearing Code ⓘ

Payment Details ⓘ

Corresponding Bank Required

☐ Yes ☒ No

Telegraphic Transfer (TT) option selected.

Enter your TT bank details.

The bank account provided must be registered under your entity's name with the bank.

Please ensure to provide the correct bank details to avoid payment rejection by the bank. If you are unsure of your bank details, please contact your bank to confirm the information for your remittance transfer.

1. Create Vendor Record – Bank Details (TT)

Bank Details

Payment Method *

☐ Inter-Bank GIRO ☐ PayNow ☒ Telegraphic Transfer

Country of Bank	Bank Name *	Swift ID *	Account Number* ⓘ
-- Select Bank Country --			
Bank Address *			Clearing Code ⓘ
Routing Code ⓘ	Payment Details ⓘ		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected.

After updating the bank details, click 'Next' and on the summary page, click 'Next' again to submit your vendor record request.

You can only submit e-Invoices after your vendor record has been approved.

NOTE

Update of Telegraphic Transfer (TT) bank details function is not available for local/foreign vendors who are transacting as an individual. To update your TT bank details, please lodge a [helpdesk ticket](#).

GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

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2. View/ Update Vendor Record Details

Existing vendor may navigate to 'Update Vendor Details' to update your name, contact, GST registration and bank details.

3. Vendor Record Status

Vendor record status include Approved, Unapproved, Inactive.

2. View/ Update Vendor Record Details





*Login to Vendors@Gov portal
(www.vendors.gov.sg).*

*For more information on how to
login, please refer to
'[Vendors@Gov Login and
Registration User Guide](#)'.*


2. View/ Update Vendor Record Details


For existing vendor, please navigate to '**Update Vendor Details**' to view or update your vendor record details.

 Home >

 E-Invoice >

- > Create E-Invoice
- > Upload Batch E-Invoices
- > Upload Attachment

 View Invoicing Instructions >

 Update Vendor Details >

All Invoices4

Draft0

Submitted4

Processing0

Approved0

Paid0

Rejected0

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	ACTIONS

2. View/ Update Vendor Record Details

Vendor ID	Vendor Name * ⓘ	Vendor Record Status
<input type="text"/>	<input type="text"/>	<input type="text" value="Approved"/>

1 Upon each login, vendor name is retrieved from Government database- MyInfo and is not editable

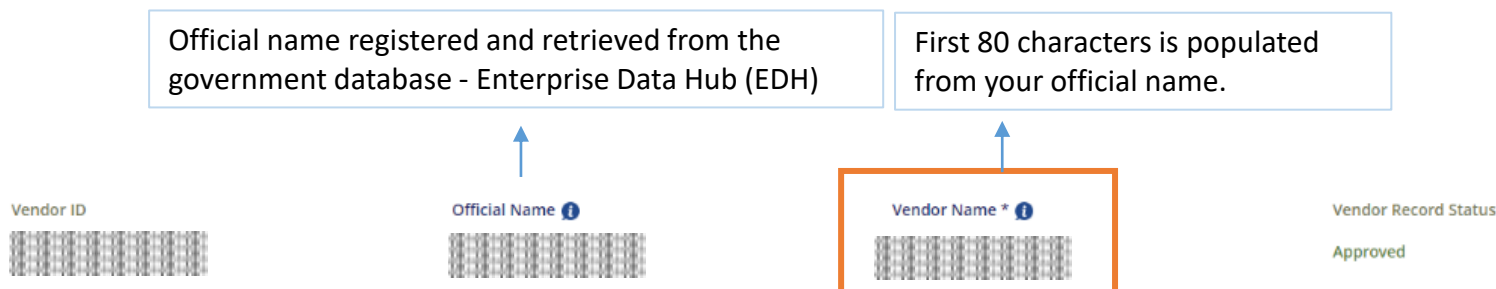
Individuals with Singpass

➤ Your name will be auto-populated from the government database - MyInfo hence, it will not be allowed for edit.

If the name which was reflected at the Vendor Name field is inaccurate, you may wish to verify your name registered at MyInfo/ICA.

In the unlikely event where the connectivity to the government database fails, the name field will then be available for updating. However, if you choose not to do the manual update, your name will be retrieved from MyInfo when the connectivity is restored.

2. View/ Update Vendor Record Details (Local Companies)



- 1 Upon each login, vendor name is retrieved from Government database - Enterprise Datahub (EDH) and is not editable

UEN Registered Company/ Organisation

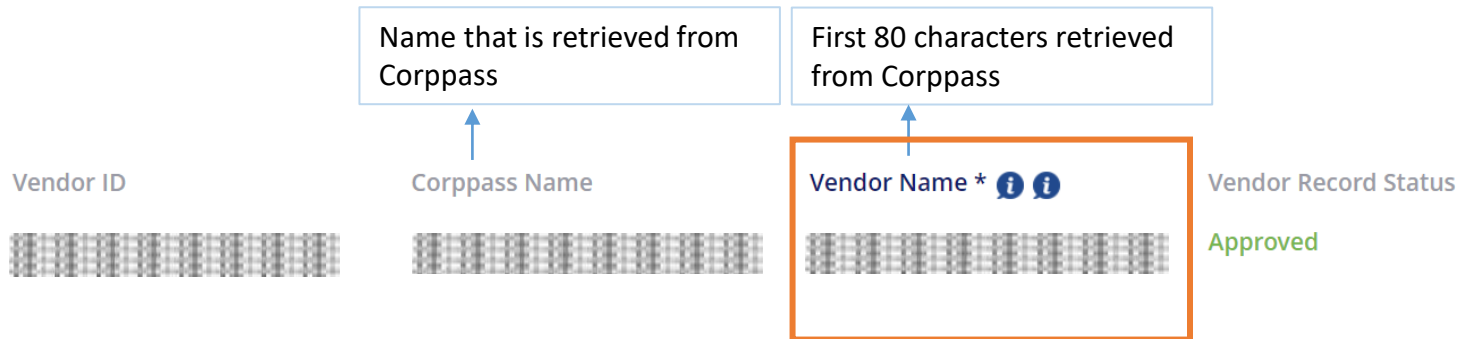
- Your name will be auto-populated from the government database-Enterprise Datahub (EDH), hence, it will not be allowed for edit.

Do note that only the first 80 characters are retrieved and displayed under the vendor name field.

If the name which was reflected at the Vendor Name field is inaccurate, you may wish to verify your name registered at your UEN issuance agency.

In the unlikely event where the connectivity to the government database fails, the name field will then be available for updating. However, if you choose not to do the manual update, your name will be retrieved from EDH when the connectivity is restored.

2. View/ Update Vendor Record Details (Foreign Companies)



1 Vendor name is retrieved from Corppass and is not editable

Non-UEN Registered Company/ Organisation

- Your company name will be auto-populated according to your Corppass registered name. If the name which was reflected at the Vendor Name field is inaccurate, you may wish to contact Corppass.

Do note that only the first 80 characters are retrieved and displayed under the vendor name field.

2. View/ Update Vendor Record Details – Contact Details

Contact Details

Email Address *

Contact No. *

Address

Country *

Postal Code *

State

City *

Please Select

SINGAPORE

Address*

Next

2 Update your Contact Details and Address.

- **Email address:** All Vendors@Gov updates and softcopy remittance advices will be sent to this email address. Only one email address is allowed for each vendor record.
- **Contact No.:** Please provide your contact information.
- **Country, Postal Code, State, City, Address:**
Company/ Organisation - Please provide your business registered address.
Individual – Please provide your residential address.

After you have entered the contact details and address, click on 'Next' to proceed to the bank details page.

2. View/ Update Vendor Record Details - Bank Details

Bank Details

Your Vendor ID:



Payment Method *

☒ Inter-Bank GIRO ☐ PayNow ☐ Telegraphic Transfer

4 Select your payment mode and enter your bank details.

Payment Mode:

Inter-Bank Giro (IBG) – Select this option if you are receiving Singapore dollars (SGD) payment with a local bank account.

Paynow (PAYN) – Select this option if you are receiving Singapore dollars (SGD) payment via PayNow. Please ensure that all agencies you are transacting with are [PayNow ready](#).

Telegraphic Transfer (TT) – Select this option if you are receiving:

- a) Foreign currency payment; or
- b) Singapore dollars (SGD) payment with a foreign bank account.

NOTE

- **IBG option** is not available for foreign vendors. Foreign vendor may submit a hardcopy [Direct Credit Authorisation \(DCA\) form](#) with bank endorsement to AGD and subsequently lodge a [helpdesk ticket](#) for assistance to update your IBG bank details.
- **PAYN option** is sole payment mode for SGD payments to CAYE-eligible self-employed vendors.
- **TT option** is not available for vendors who are transacting as an individual. Individuals may lodge a [helpdesk ticket](#) for assistance to update your TT bank details.

2. View/ Update Vendor Record Details - Bank Details (IBG)

Bank Details

Your Vendor ID: 

Payment Method *



Inter-Bank GIRO



PayNow



Telegraphic Transfer

Bank *

--Please Select Bank--

Branch *

Account Number *

GST Registered *



Yes



No

GST Registration Number *

Back

Next

Inter-Bank Giro (IBG) option selected.

Select your bank and branch code, enter your account number.

The bank account provided must be registered under the entity's name and ID. Bank details (Eg: Bank & Branch code, Bank account) must be updated correctly. If you are unsure of your bank details, please contact your bank to confirm the correct information.

Company/ Organization – You should provide a corporate bank account that is registered under your business registration name and ID (Eg: UEN).

Individuals – You should provide a bank account that is registered under your personal name and ID (Eg: NRIC, FIN or Passport no.).

2. View/ Update Vendor Record Details - Bank Details (IBG)

Bank Details

Your Vendor ID: 

Payment Method *



Inter-Bank GIRO



PayNow



Telegraphic Transfer

Bank *

--Please Select Bank--

Branch *

Account Number *

GST Registered *



Yes



No

GST Registration Number *

Back

Next

Inter-Bank Giro (IBG) option selected.

Select your GST registration status.

- If you are GST Registered, please select 'Yes' for GST Registered option. Then, enter your GST registration number (Please enter only the numbers and omit the '-' dash).
- If you are not GST Registered, please select 'No' for GST Registered option'.



NOTE

GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

2. View/ Update Vendor Record Details – Bank Details (IBG)

Bank *	Branch *	Account Number *
<input type="text" value="--Please Select Bank--"/>	<input type="text"/>	<input type="text"/>
GST Registered *		GST Registration Number *
<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
		<input type="button" value="Back"/> <input type="button" value="Next"/>

Inter-Bank Giro (IBG) option selected.

After updating your payment details, click '**Next**' and on the summary page, click '**Next**' again to submit your vendor record request.

Once approved, you will receive an email notification at your registered email address.

2. View/ Update Vendor Record Details – Bank Details (PayNow)

Bank Details

Your Vendor ID 

Payment Method *

☐ Inter-Bank GIRO ☒ PayNow ☐ Telegraphic Transfer

Proxy Type *

Proxy Value *

--Please Select Proxy Type--

GST Registered *

GST Registration Number *

☐ Yes ☒ No

N.A.

PayNow (PAYN) option selected.


Select your proxy type and enter your proxy value. The PayNow proxy value refers to the unique indicator of the recipient which may be used to receive payments via PayNow.

- PayNow proxy should be within 8 to 17 characters.
- Acceptable PayNow proxy values are as follows:
 - Individuals: NRIC/FIN Number (e.g. S1234567X)
 - Corporates: UEN (e.g. 201234567A) or UEN + 3-character suffix (e.g. 201234567AB12, 201234567A321), where a 3-character alphanumeric suffix can be added to your company's UEN to create multiple PayNow proxies. This is based off what proxy is registered with your bank and the respective bank account.

Important: Please ensure that your bank account is correctly linked with the PayNow proxy provided to avoid payment errors. This can usually be done via the bank's iBanking website or mobile application. For clarifications on linking your PayNow proxy to your bank account, please contact your bank.

2. View/ Update Vendor Record Details – Bank Details (PayNow)

Bank Details

Your Vendor ID 

Payment Method *

☐ Inter-Bank GIRO ☒ PayNow ☐ Telegraphic Transfer

Proxy Type *

Proxy Value *

--Please Select Proxy Type--

GST Registered *

GST Registration Number *

☐ Yes ☒ No

N.A.

PayNow (PAYN) option selected.

Select your GST registration status.

- If you are GST Registered, please select 'Yes' for GST Registered option. Then, enter your GST registration number (Please enter only the numbers and omit the '-' dash).
- If you are not GST Registered, please select 'No' for GST Registered option'.





2. View/ Update Vendor Record Details – Bank Details (TT)

Bank Details

Your Vendor ID: 

Payment Method *

☐ Inter-Bank GIRO ☐ PayNow ☒ Telegraphic Transfer

Country of Bank	Bank Name *	Swift ID *	Account Number* 
-- Select Bank Country --			
Bank Address *			Clearing Code 
Routing Code 	Payment Details 		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected.

Enter your TT bank details.

The bank account provided must be registered under your entity's name with the bank.

Please ensure to provide the correct bank details to avoid payment rejection by the bank. If you are unsure of your bank details, please contact your bank to confirm the information for your remittance transfer.

2. View/ Update Vendor Record Details – Bank Details (TT)

Bank Details

Payment Method *

☐ Inter-Bank GIRO ☐ PayNow ☒ Telegraphic Transfer

Country of Bank	Bank Name *	Swift ID *	Account Number* ⓘ
-- Select Bank Country --			
Bank Address *			Clearing Code ⓘ
Routing Code ⓘ	Payment Details ⓘ		
Corresponding Bank Required			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Telegraphic Transfer (TT) option selected.

After updating the bank details, click 'Next' and on the summary page, click 'Next' again to submit your vendor record request.

You can only submit e-Invoices after your vendor record has been approved.



Update of Telegraphic Transfer (TT) bank details function is not available for local/foreign vendors who are transacting as an individual. To update your TT bank details, please lodge a [helpdesk ticket](#).

GST registration update is not available for vendors who have registered a TT bank account. To update your GST registration details, please lodge a [helpdesk ticket](#) for assistance.

Note for Inter-Bank GIRO registration

1. Vendors who are receiving payments through Inter-Bank GIRO must have a registered bank account listed in the [Vendors@Gov approved banks](#).

Key points to note for the following banks:

POSB/DBS Bank

POSB/ DBS Bank code: 7171- DBS Bank Ltd

If there are 9 digits in your account number, the branch code is “081-POSB”

If there are 10 digits in your account number, the branch code is the first 3 digits of your account number. For example, if your account number is 0012345678, the branch code is ‘001’.

Maybank

There are two bank codes (7302 & 9636) available for Maybank account, and you are required to contact your bank to confirm the correct bank details (E.g.: Bank and Branch code, Bank Account) before updating it at Vendors@Gov portal.

(a) 732- Maybank Singapore Limited

(b) 9636- Malayan Banking Berhad

(c) For Maybank account holders, please enter bank account format as X-XXX-XXXXXX.

OCBC Bank

OCBC Bank code: 7339 – Oversea-Chinese Banking Corporation Ltd

The first numbers of your OCBC account number are branch codes. Your OCBC account number should either be 10 digits or 12 digits.

HSBC Bank

There are two bank codes (7232 & 9548) available for HSBC bank account, , and you are required to contact your bank to confirm the correct bank details (E.g.: Bank and Branch code, Bank Account) before updating it at Vendors@Gov portal.

(a) 7232- The Hongkong & Shanghai Banking Corporation Ltd

(b) 9548- HSBC Bank (Singapore) Limited (for retail account)

Why am I unable to update my vendor details?

1. Update of vendor details will not be available between 0500hrs to 0600hrs, and 1900hrs to 1930hrs (GMT+8) from Monday to Saturday for routine system maintenance.
2. You will not be able to update your vendor record details if:
 - **Your vendor record is currently inactive.**
If you would like to activate your vendor record, you may do so by clicking on the 'Reactivate' button upon successful login. After your vendor record is activated, you may update your vendor record details at the portal.
 - **Your vendor record was created under a specific agency's SET ID (Eg: MOF10).**
Vendors with vendor ID tagged to a specific agency business unit (Eg: MOF10) are unable to update their vendor record in Vendors@Gov. You are required to approach the liaison officer at your client agency to update your vendor details in the Government Financial System (NFS@Gov).
 - **You are a foreign individual who do not have Singpass.**
Update of vendor record details is not available for foreign individual who do not have Singpass. You are required to approach the liaison officer at your client agency to update your vendor details in the Government Financial System (NFS@Gov).

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2. View/ Update Vendor Record Details

Existing vendor may navigate to 'Update Vendor Details' to update your name, contact, GST registration and bank details.

3. Vendor Record Status

Vendor record status include Approved, Unapproved, Inactive.

3. Vendor Record Status

Status	Description
Approved	Vendors will be able to submit e-Invoices to Government agencies in Vendors@Gov portal after their vendor record is approved.
Unapproved	<p>Please ensure the following:</p> <ol style="list-style-type: none">1. Your vendor record 'Name' and 'Bank details' are updated correctly in Vendors@Gov.2. You have selected the correct login option. For more information on how to login, please refer to 'Login and Registration User Guide'.
Inactive	<p>Your vendor record will be inactivated if:</p> <ol style="list-style-type: none">1. There was no activity for more than 2 years; or2. There was a failed interbank GIRO (IBG) payment to your bank account; or3. You or your client agency has requested for the vendor record inactivation. <p>If you would like to activate your vendor record, you may do so by clicking on the 'Reactivate' button upon successful login. After your vendor record is activated, you may update your vendor record details in the portal.</p>

- END -